



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

REQUEST FOR PROPOSAL

RE: CURB AND PARKING SPACE PAINTING

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified contractors for the painting of curbs and no-parking Xs along Main Street.

The Town of Emmitsburg must receive sealed proposals by 4:00 pm on Tuesday May 29, 2018. Proposals will not be accepted via email. **Please boldly note on any mailed proposals “Curb Painting Bid, Do Not Open.”**

Please direct any questions to Jimmy Click, Emmitsburg’s Director of Public Works, at (301) 447-6495 or at jclick@emmitsburgmd.gov.

I. INTRODUCTION

The Town of Emmitsburg has brand new sidewalks along Main Street from a recent State Highway Administration (SHA) project. As a result, the Town is in need of a contractor that can paint the curbs on the sidewalks yellow to designate no-parking areas and paint white no-parking “X”s in designated areas.

II. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. The proposed bids should include the cost to paint 1,405 feet of curb yellow and seven (7) white no-parking Xs along Main Street. Please see below for details on areas in need of painting. The contractor is responsible for walking the site and understanding the scope of work. If clarification is needed, a site visit may be set up with Jimmy Click by contacting (301) 447-6495 or at jclick@emmitsburgmd.gov. All parking spaces will be the regulated parking space size of 7’ x 20’.

(X) in the table below indicates that one white no-parking X is needed for the specified location.

East Main Street	
<u>Location:</u>	<u>Footage:</u>
Bank	61'
20 East Main Street	15'
30 East Main Street	15'
100 East Main Street	23'
106 East Main Street	23'
110 East Main Street	28'
200 East Main Street	25'
124 – 126 East Main Street (Sanders)	23'
218 East Main Street	103'
300 – 304 East Main Street (Deli)	89'
East Main Street at North Federal Ave (X)	38'
101 – 103 East Main Street	35'
9 East Main Street	27'
Total Footage:	505'
Total Parking X's:	1

(X) in the table below indicates that one white no-parking X is needed for the specified location.

West Main Street	
<u>Location:</u>	<u>Footage:</u>
535 – 519 West Main Street	90'
501 West Main Street (By #6 Fire Hydrant)	22'
423 West Main Street	25'
403 – 407 West Main Street & (X)	21'
401 West Main Street on Paterson	45'
Patterson Avenue at West Main Street – East Side	13'
321 West Main Street	21'
135 West Main Street	18'
201 – 205 West Main Street & (X)	20'
Fire Hall – 5 West Main Street & (X)	114'
VFW – Parking Space	27'
30 West Main Street	24'
100 West Main Street	27'
130 West Main Street	22'
200 West Main Street & (X) (Laundromat)	38'
210 West Main Street	19'
220 West Main Street & (X)	31'
314 – 320 West Main Street & (X) (Crosswalk)	74'
514 – 524 West Main Street	43'
Welty Avenue to Warthen's Way – 6' white line to curb	254'
Total Footage:	900'
Total Parking X's:	6

III. SUBMITTAL REQUIREMENTS

A.) Letter of Transmittal: The letter of transmittal must contain the following information:

1. Company name, address, and telephone number.
2. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed.
3. Federal and state taxpayer identification numbers of your organization.
4. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services and materials as specified.
5. Statement which indicates “proposal and cost schedule shall be valid and binding for sixty (60) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

B.) Table of Contents

List the documents included with your bid in the order they are organized in.

C.) Detailed Cost Statement

The cost statement should include the total project cost. Please break cost down into two line items: curb painting and no-parking “X” painting.

D.) Proposed Timeline

The Town would like the project completed by Friday June 22, 2018. Based on this completion date, please provide an anticipated start date, completion date, and estimated completion day for each major task (e.g. curbs along East Main Street painting, curbs along West Main Street painting, no-parking Xs painted, etc.) if your organization is awarded the bid. The Town would award the bid by June 5, 2018 at noon.

E.) References

Provide client references for similar work completed within the past three (3) years. Please provide the organization, name, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of your organization/staff.

F.) Proof of Insurance

The successful proposer must have and maintain current worker’s compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

IV. EVALUATION CRITERIA AND PROCESS

A.) The Town Manager will designate a selection committee composed of town staff to conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

- a. Cost and/or Fee Structure
- b. Experience
- c. Understanding of services to be provided
- d. Satisfaction of clients/references

V. PROPOSED TIMELINE

Wednesday May 9, 2018

Tuesday May 29, 2018

Tuesday June 5, 2018

Wednesday June 6, 2018

Friday June 22, 2018

RFP available on the Town of Emmitsburg's website

DEADLINE: Bids due by 4:00 p.m.

Announcements of winning bidder made by noon.

Winning bidder can begin work.

Town's desired completion date of project.

VI. MISCELLANEOUS INFORMATION

A.) The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.

B.) The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

C.) The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.

D.) Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.

E.) The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.

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